

UPLOADING BADGE PICTURES ON IPAS

1. Log into IPAS https://ipas.ccgrantsandassisters.org/

	Entity Application
Log in	
User name *	- -
Password *	
Create an account to become an	i Entity.
Need Hele 0 Feeril Course	
Need Help? Email Cover	ed California at IPASupport@ccgrantsandassisters.org

2. Select "Manage Counselors and Badges" tab at the top or click on the Counselor's name directly from the Entity application to access their profile as shown below

In-Person Administ	Account Settings Las		
A B Entity Appl		Manage Counselors & Badges Com My Fi	les Manage Agreement
SECTIONS			
Introduction	•	Introduction	
Entity Information	>	Please complete the information thoroughly. For more	information please e-mail ques
Location and Hours	>	✓ I certify that I am the authorized representative for more	ny Entity and that I will provide
Entity Contacts	>		Covered California is see
Counselors/Enrollers	>	Use this Enrollment Application to notify	 Assist uninsured consume California
Required Documentation	>	Covered California of the intent to participate	 Counselors will engage, e California Qualified Health
Qualifying Questions	>		programs
Status	>		General information abou
			currently served or intend

3. Select the Counselor that needs a badge picture uploaded

COVERED Entity Application													
♠ Entity Application Manage Counselors & Badges CoveredCA.com My Files Manage Agreement													
Counselors													
To add information about individuals completed for each individual affiliate	that ed wi	you wa	ant to Entity	o affiliate y as a po	with the l otential Co	Entity as potential "Counselors", click ounselor (Details, Mailing Address, a	c th nd	e button labeled, "Add profile information).	Counselor". The	ere a	are 3 categories	that need to	be
DA: Dual Affiliation													
Add Counselor													
Name (Legal Name)	•	DA	•	Entity Type		ty Name (Business Legal Name)	•	Certification 🕤 Number	Certification Status	•	Counselor G Status	Profile Status	•
Jacob Jessi (Jacob)		No		NAV	Reb (Rel	el Base (1234) entity name - Nav bel Base (1234) entity name)			Counselor ready for training		In-Active	Complete	
H Pye (Hun Pye)		No		NAV	Reb (Rel	el Base (1234) entity name - Nav bel Base (1234) entity name)			Denied		In-Active	Complete	
Rebel Yang- update test (Rebel Test)		No		NAV	Reb (Rel	el Base (1234) entity name - Nav bel Base (1234) entity name)		1987654321	Incomplete Counselor agreement		In-Active	Complete	
Zack Morris (Zack Morris)		No		NAV	Reb (Rel	el Base (1234) entity name - Nav bel Base (1234) entity name)			None		In-Active	Incomplete	е

4. Click on "Profile Information"

COVERED Entity Application							
pplication	Manage Counselors & Badges CoveredCA.com My Files Manage Agreement						
>	Jane Smith Counselor						
>	Resend Delegation Code						
	Details Personal mailing address of the individual						
	Profile Information Required Documentation						
	Pplication						



5. Click on "Upload photo" button

Details								
Personal mailing address of the individual								
Profile Information								
Photo Preview Badge	To upload the picture, please click on "Upload photo" button and select your photo then click "Save Photo". Without saving, your changes will not take effect. Upload photo							

NOTICE: To complete edits to Counselor name, email, phone, etc. successfully in IPAS, LMS and CalHEERS, please, complete and submit an Application Change Request Form

6. Picture upload window will pop-up on your computer. Select your photo and click on "**Open**" button

-Person A	dministrative System	n (IPAS)			Account Logou
† 🚳	Entity Application Manage	Counselors & Badges Cover	redCA.com My Files	Manage Agreement	
Counselor Info	 e Upload e Upload e V → Libraries → Pict 	tures 🕨 Sample Pictures	-	47 Search Sample Pictures	
status	Organize 👻 New folder				0
Certification S	😝 Libraries	Pictures library Sample Pictures		Arrange by: Folder 🔻	
Badge Status	Documents Music	Sample Pictures			
	Pictures			Constant State	
	🖳 Computer	E Chrysanthemum	Desert Hydrangeas	Jellyfish Koala	
	Local Disk (C:)				"Upload photo" button and
	HP_RECOVERY (F:)	-			oto". Without saving, your
	File name: H	Coala		All Files	
				Open 🔽 Cancel	
				Save Photo	_
		Preview Badg	ge		

- 7. Once photo upload is done a preview of the badge will pop-up

**Note: Photos should be from the shoulders up. Photos should be high quality, color, and between 70 MB-140 MB



8. Close badge preview window and click SAVE to complete the upload process

***Without saving, your changes will not take effect.